



Complaint # _____

Inspectional Services
Complaint Investigation

Date _____ Complaint Taken By _____

Address In Question _____ Map _____ Lot _____

Property Owner _____ Zone _____

Complaint _____

Person Making
Complaint _____ Phone _____

Complainant's Address _____

By Telephone _____ In Person _____ By Mail _____

Inspector Assigned _____

Action Needed: Return Call _____ Site Inspection _____

Send Letter _____ Date Sent _____

Inspector's Notes _____

Further Action _____

Complaint Tracking

Initial Date of Complaint _____ Additional Action Required _____

Site Visit Date _____

Letter Sent Date _____ Date Investigation Closed _____

Follow Up Date _____ Time Spent On Complaint _____